

# FINAL: BUSINESS GATEWAY Q2 FY 06 COVER E-MAIL

Good afternoon,

This e-mail and the attached documents outline the specifics of the **Business Gateway Q2 FY 06 Data Call**. As I have highlighted at our Advisory Group and Governance Board meetings, the **Q2 FY 06 Business Gateway Data Call** is critical for the success of the project.

## **DATA CALL SCHEDULE:**

**January 24, 2006** – Business Gateway will conduct 1st Training Session (help, tips, FAQs) From 10:00 – 11:30 in the Eisenhower Conference Room (2<sup>nd</sup> floor) of the SBA, 409 3<sup>rd</sup> Street, SW, the closest metro stop is Federal Center, SW

**February 1, 2006** – Interim Agency Data Call submission (Interim submission should include at a minimum 10-15 compliance assistance resources pertaining to more than one resource type to make sure you are on the right track.)

**February 6, 2006** – Business Gateway will report status of the Agency Interim Submissions to Advisory Group via email

**February 8, 2006** – Business Gateway will conduct 2nd Training Session (help, tips, FAQs) From 10:00 – 11:30 in the Eisenhower Conference Room (2<sup>nd</sup> floor) of the SBA, 409 3<sup>rd</sup> Street, SW, the closest metro stop is Federal Center, SW

**March 31, 2006** – Final Agency Data Call submission to Business Gateway Please submit ONE complete agency data call package (containing sub-agency versions of the data call instrument if applicable) to the following addresses:

- Shivani Desai, BG Program Manager at [Shivani.Desai@sba.gov](mailto:Shivani.Desai@sba.gov)
- Business Gateway Program Management Office at [BGPMO@sba.gov](mailto:BGPMO@sba.gov)

## **DATA CALL DETAILS**

This Q2 data call requests a broad range of compliance assistance related information to help small businesses fulfill Federal requirements. To support your efforts in completing the data call, we have provided the following documents and your agency's template for submission.

1. **BG Q2 FY06 Data Call: GENERAL INSTRUCTIONS-** Guidance and outline of the steps needed to accurately address the data call
2. **BG Q2 FY06 Data Call: DATA DICTIONARY-** A glossary of key concepts and data field definitions for the data collection instrument
3. **BG Q2 FY 06 Data Call: *Instrument* [Agency Name]** - Agency specific templates containing pre-populated data from the Q4 FY 05 Data Call.

If you should have any questions regarding the Q2 FY 06 Data Call, please call Charles Bram, 202-205-7355 or send questions to [bgpmo@sba.gov](mailto:bgpmo@sba.gov). Thank you for your dedication and continued support to the Business Gateway program.

Shivani Desai  
Business Gateway Project Manager